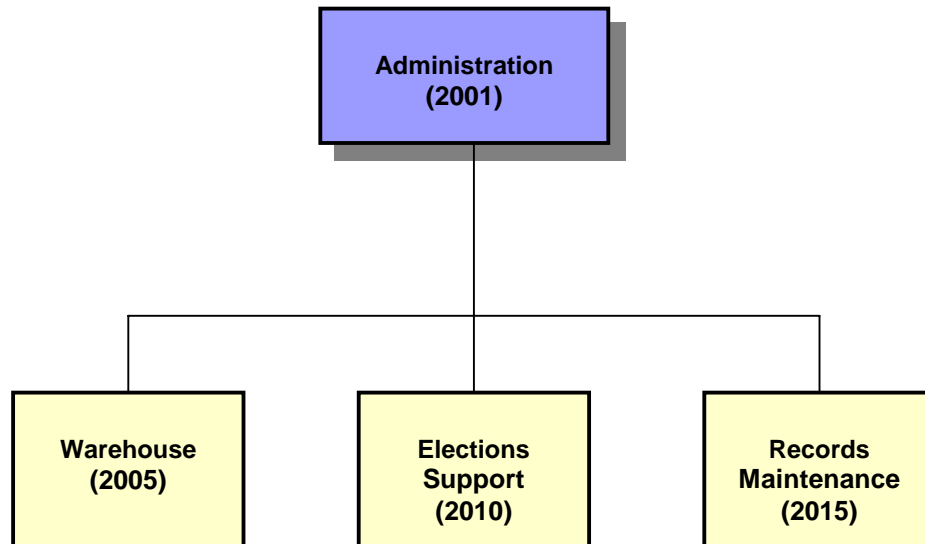
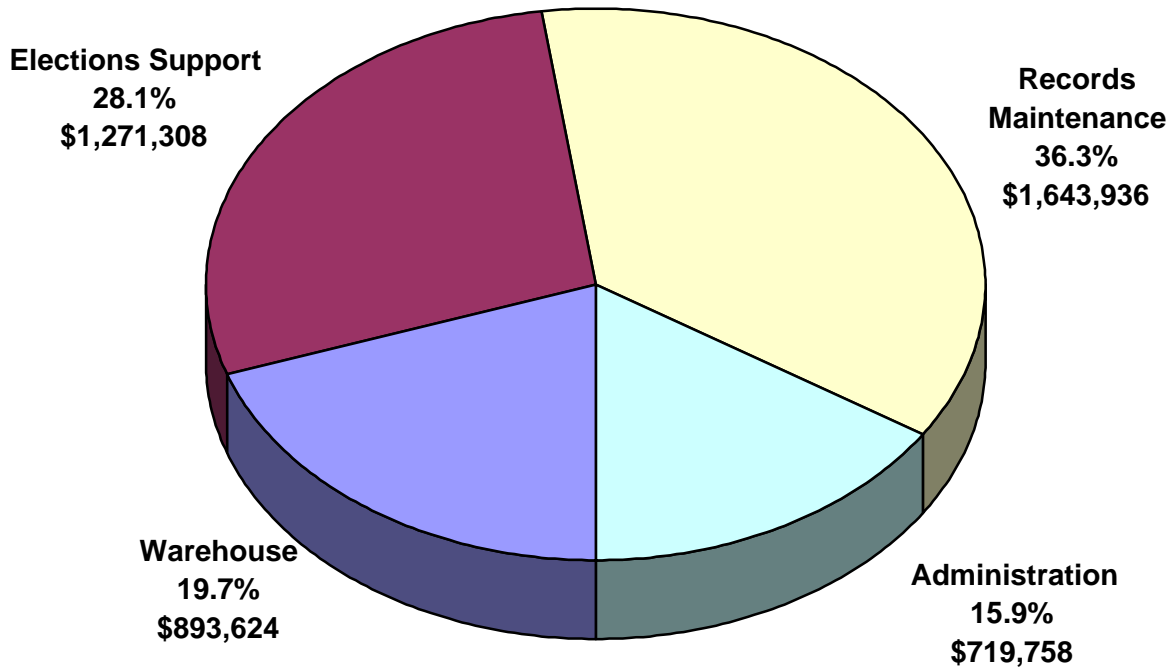


## BOARD OF ELECTIONS (020)

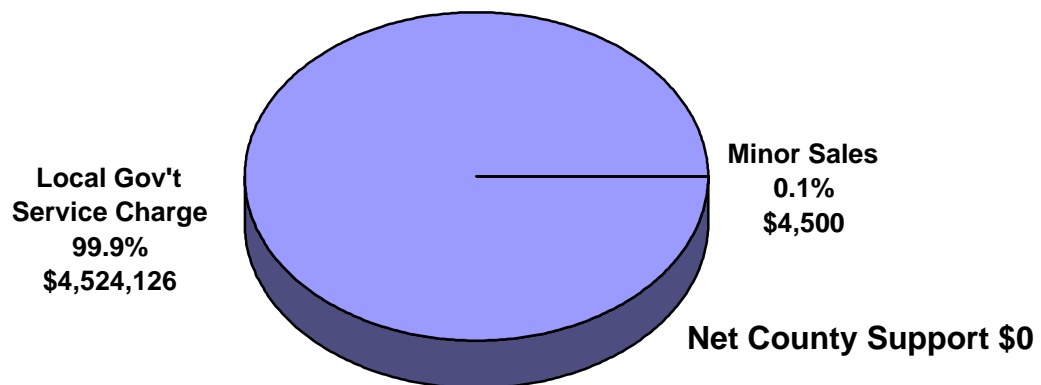


# BOARD OF ELECTIONS

2004 Budget - \$4,528,626



## Net County Support



## **DEPARTMENT: Board of Elections (020)**

---

### **DEPARTMENT DESCRIPTION**

The Board of Elections conducts all national, state, county, city and town elections in Monroe County. In addition, the Board of Elections provides machines, support and relevant materials to villages, school districts, fire districts, union districts, water districts and other organizations both private and public. It currently maintains official election records on 414,000 voters and directs all aspects of voter registration, redistricting and administration of elections. Our updated automated records provide a historical and legal source for governmental agencies and individuals requiring documentation for employment, residency and citizenship.

The Board of Elections handles financial disclosure filings for all political and campaign committees supporting candidates within Monroe County.

The Board of Elections trains and manages over 3200 Election Inspectors who are employed for various elections.

Monroe County is one of four counties that owns, maintains and programs their own machines. The fleet of 981 machines are centrally stored in our Service Center facility where on going preventive maintenance is performed throughout the year.

The National Voter Registration Act and NYS Motor Voter/Agency Law affords the opportunity for the Monroe County Board of Elections to provide easy access to the voter registration process and maximize participation in the electoral process.

---

### **STRATEGIC FRAMEWORK**

#### **Mission**

We will provide, as a New York State mandated department of Monroe County, through a skilled and dedicated staff, in collaboration with state and county municipalities, for the highest degree of voter participation in honest and fair elections for all the citizens of New York.

#### **Key Result Areas**

**Customer Satisfaction:** Our customers, both internal and external, are confident in our ability to conduct accurate and fair elections along with managing all activities and information needed to support the election process in an efficient manner.

**Fiscal Responsibility:** We accept the responsibilities manifested in the stewardship of public funds. We produce a balanced budget that supports the Board of Elections' objectives in the most cost-effective manner, within the federal and state laws mandated the conduct of the elections.

**Quality of Life:** We provide and develop progressive voter outreach, registration, educational programs and informational services that maximize participation by communicating effectively with all our customers, delivering quality public service and providing access to public information for the community at large.

**Productive Workforce:** We recruit and train a diverse committed workforce, within the internal offices, polling sites and throughout the community, which meets or exceeds our customers' expectations.

#### **Key Result Measures**

**Customer Satisfaction:** Tracking of voter registration and actual voter turnout, record the number of inquires by the public, petitions filed, and monitor campaign finance filings.

**Fiscal Responsibility:** Consolidate election districts whenever possible, implement new systems to save money, minimize taxation and long range debt, seek any and all state and federal monies available to off set expenses due to mandates.

**Quality of Life:** Track number of registered voters via source and distribution, develop and implement outreach programs for young voters and new residents; determine, evaluate and increase polling site access for people with disabilities, and maximize opportunities for the voting population.

**Productive Workforce:** Maintain and improve standards of productivity (number of forms input), increase technical training for staff to achieve cross-functionality, number of inspectors trained, and number of elections conducted.

### 2003 Major Accomplishments

- Converted an additional twenty-five more voting machines to be accessible for persons with disabilities
- Provided the public maps with more visual detail providing a greater variety of all levels of jurisdictions using the Internet
- Implemented the use of a laptop computer in a wireless environment, which allows roaming throughout the warehouse, providing data through the network to our registration system
- Implemented new inspector training module for use in training
- Increased the number of handicapped accessible polling sites by partnering with the Center for Independent Living and other organizations to promote 100% accessibility for persons with disabilities
- Provided all ballot styles to the voters of Monroe County through the World Wide Web
- Developed an additional workflow interfacing with our current registration system, taking the absentee application process to a paperless environment
- Continued the process of capturing historical documents for public use and research

### 2004 Major Objectives

- Continue to lobby for the authorization to implement state of the art voting equipment
- Continue exploring new technology for training inspectors via the Internet
- Expand inspector training to meet new federal and state mandates
- Continue to partner with the Center for Independent Living and other organizations to promote 100% accessibility for persons with disabilities
- Refurbish old machines for use in school elections
- Expand use of hand held scanners by the Service Center staff to utilize a wireless environment
- Provide cross training of staff to prepare for implementation of new federal and state mandates
- Continue the process of capturing all historical documents
- Refine administrative elements of the absentee workflow in response to technology
- Transition to new federally mandated statewide database
- Implement new federal and state mandates for our Information Services division

## **2004 BOARD OF ELECTIONS FEES**

<b><u>Item</u></b>	<b><u>2003 Fee</u></b>	<b><u>2004 Fee</u></b>
Maps	\$1.25 - \$10.00	\$1.50 - \$12.00
Canvass Books	\$15.00	\$15.00
Canvass Book on CD	\$10.00	\$7.50
Street Locator	\$15.00	\$20.00
Street Locator on CD	N/A	\$7.50
Voter Registration Card	\$2.00	\$2.00
Labels	\$30.00 + .005 per label	\$30.00 + .005 per label
Listing of Registered Voters	\$30.00 + .08 per page	\$30.00 + .08 per page
CD Voter Registration	\$40.00 Single CD - \$65.00 Subscription (4 CD's)	\$40.00 Single CD - \$65.00 Subscription (4 CD's)
Financial Disclosure Copies	\$.25 / page	\$.25 / page
Absentee Data Labels		\$40.00 + .005 per label
Absentee Data Diskette		\$40.00 + \$5.00 per update
Absentee Data File (mailing addresses only)		\$11.00 one time run
Committee Data Printed		\$.25 per page
Committee Data PDF on CD		\$7.50
Committee Data Labels		\$15.00 + .15 per page
Committee Data in .txt Format		\$25.00

## **BUDGET SUMMARY**

	<b>Amended Budget 2003</b>	<b>Budget 2004</b>
<b><u>Appropriations by Division</u></b>		
Administration	685,615	719,758
Warehouse	768,492	893,624
Elections Support	1,007,105	1,271,308
Records Maintenance	1,471,297	1,643,936
<b>Total</b>	<b>3,932,509</b>	<b>4,528,626</b>
<b><u>Appropriations by Object</u></b>		
Personal Services	1,819,316	1,993,788
Equipment	3,900	17,700
Expenses	1,021,332	1,308,710
Supplies and Materials	93,820	88,690
Debt Service	34,992	36,156
Employee Benefits	661,598	746,697
Interfund Transfers	297,551	336,885
<b>Total</b>	<b>3,932,509</b>	<b>4,528,626</b>
<b><u>Revenue</u></b>		
Local Government Services Charge	3,927,509	4,524,126
Minor Sales	5,000	4,500
<b>Total</b>	<b>3,932,509</b>	<b>4,528,626</b>
<b><u>Net County Support</u></b>	<b>0</b>	<b>0</b>

---

## **BUDGET HIGHLIGHTS**

*Increases in **Personal Services** and **Expenses** reflect the fact that, 2004 is a Presidential election year. **Equipment** reflect increases in appropriations for technical equipment related to H.A. V.A (Help America Vote Act). **Employee Benefits** increase due to retirement rate increases.*

**DIVISION DESCRIPTIONS****2003****2004****Administration (2001)****\$685,615****\$719,758**

The responsibilities of the Administration division include the development, coordination and implementation of programs for the purpose of maximizing voter participation through voter outreach programs. Administration also provides the managerial direction to the department through development of policies and procedures.

**Warehouse (2005)****\$768,492****\$893,624**

The Warehouse division maintains and programs voting machines for use in primary, special and general elections as well as providing technical assistance to villages, school districts, fire districts and other community-based elections.

**Elections Support (2010)****\$1,007,105****\$1,271,308**

The Elections Support division registers voters, trains election inspectors, tabulates election results and ensures the integrity of the election process. Instructional booklets, training manuals, and financial disclosure information are provided for election inspectors, candidates and campaign treasurers to ensure that campaign financial reports are filed by legal deadlines and that candidates are informed of all necessary requirements and pertinent dates. A computerized election tabulating system has been implemented which provides the public, candidates and media with immediate updated election results.

**Records Maintenance (2015)****\$1,471,297****\$1,643,936**

Secure storage, maintenance and annual audit of official election records of Monroe County voters, including current registration, enrollments and annual redistricting, are performed by the Records Maintenance division. Through the use of computerized verification systems, all state reports are filed accurately and within legal deadlines and information can be quickly provided in response to Election Day inquiries from the public.

**Performance Measures**

	<b>Actual 2002</b>	<b>Est. 2003</b>	<b>Est. 2004</b>
Registered Voters (Active)	408,377	415,000	420,000
Voters Inactivated By National Voter Registration Act	12,591	12,000	12,000
Number of Election Districts	827	828	832
New Voters Registered	15,615	17,000	35,000
Number of Persons Voting	236,691	190,000	310,000
Percentage Voting in General Election	57.9%	45.7%	73.8%
Votes Cast by Affidavit	3,876	2,000	10,000
Registrations Redistricted	75,000	2,000	5,000
Designating Petitions Filed	673	850	650
Inspectors Trained	1,564	2,000	3,500
Financial Disclosure Filings	428	1,250	600
Voter Registration Forms Received	43,807	35,000	100,000
Voter Registration Through National Change of Address and National Voter Registration Act	30,815	15,000	20,000
Number of Elections Supported	175	200	200
Public Presentations on the Election Process	70	50	75

## **STAFF**

<b><u>Total</u></b>	<b><u>Title</u></b>	<b><u>Group</u></b>
	<b>Full Time</b>	
2	Commissioner of Elections	23
2	Deputy Commissioner of Elections	19
1	Information Services Business Analyst - Board of Elections	16
1	Operations Manager - Service Center	15
1	Operations Manager - Central Office	14
1	Finance Analyst - Board of Elections	13
1	Records Retention Coordinator - Board of Elections	13
1	Records Management Supervisor	11
1	Redistricting Specialist	11
2	Secretary - Board of Elections	11
1	Senior Voting Machine Technician	11
1	Computer Operator - Board of Elections	10
1	Supervising Control Clerk - Board of Elections	10
1	Voting Machine Labor Foreman	9
1	Inspection Coordinator	8
3	Senior Control Clerk - Board of Elections	8
2	Voting Machine Technician	8
6	Clerk Grade 2 - Board of Elections	7
1	Clerk Grade 2 with Typing - Board of Elections	7
2	Driver Messenger - Board of Elections	6
1	Materials Technician - Board of Elections	6
2	Senior Stenographer - Board of Elections	6
7	Clerk Grade 3 - Board of Elections	5
2	Clerk Grade 3 with Typing - Bilingual - Board of Elections	5
<hr/> 44	<b>Total Full Time</b>	
	<b>Part Time</b>	
8	Light Laborer - Board of Elections	3
27	Clerk - Seasonal - Board of Elections	Hourly
<hr/> 35	<b>Total Part Time</b>	
<hr/> 79	<b>Total 2004</b>	